

# **INSTRUCTIONS AND INFORMATION FOR TAKING EXAMINATIONS**

## **TENNESSEE BOARD OF EXAMINERS FOR LAND SURVEYORS**

1. **PLEASE CAREFULLY READ THE FOLLOWING THREE PAGES AND ALL OTHER DOCUMENTS PROVIDED TO YOU BY THE BOARD OFFICE FOR IMPORTANT INFORMATION ABOUT THE EXAMINATIONS.**
2. **YOU MUST HAVE YOUR EXAM ADMISSION AUTHORIZATION LETTER WITH YOU IN ORDER TO BE ADMITTED TO SIT FOR YOUR EXAMINATIONS. YOU WILL NOT BE ALLOWED TO TAKE THE EXAMINATIONS WITHOUT YOUR EXAM ADMISSION AUTHORIZATION LETTER.**
3. **YOU MUST HAVE A VALID CURRENT GOVERNMENT ISSUED PICTURE IDENTIFICATION IN ORDER TO SIT FOR YOUR EXAMINATIONS. THE PICTURE ID MUST BE CURRENT AND MUST LOOK LIKE YOU AT THE TIME YOU SIT FOR YOUR EXAMINATIONS. IF YOUR FACE DOES NOT REASONABLY MATCH THE PICTURE ON YOUR IDENTIFICATION, YOU WILL NOT BE ALLOWED TO SIT FOR YOUR EXAMINATIONS. COLLEGE OR UNIVERSITY PICTURE ID'S WILL NOT BE ACCEPTED.**
4. **ONLY NCEES APPROVED CALCULATORS WILL BE ALLOWED IN THE EXAMINATION ROOMS. THERE WILL BE NO EXCEPTIONS OR EXCUSES ALLOWED.**
5. **CELL PHONES OR ANY OTHER COMMUNICATIONS OR COPYING DEVICES MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. THERE WILL BE NO EXCEPTIONS. YOU RUN THE RISK OF BEING DISQUALIFIED FROM THE EXAMINATIONS IF YOU BRING THESE ITEMS WITH YOU. PLEASE LEAVE THEM IN YOUR AUTOMOBILES.**
6. **BRING EAR PLUGS IN CASE OF OUTSIDE OR BACKGROUND NOISE THAT MAY EXIST IN CONFERENCE CENTER IN AREAS OUTSIDE AND ADJACENT TO THE EXAMINATION ROOM.**

## ADMISSION TO THE EXAMINATION SITE

- 1. YOU MUST PRESENT YOUR ADMISSION LETTER AND ONE FORM OF OFFICIAL LEGIBLE SIGNED PHOTOGRAPHIC IDENTIFICATION IN ORDER TO BE ADMITTED. ONLY A DRIVER'S LICENSE, PASSPORT, OR MILITARY ID WILL BE ACCEPTED. THERE WILL BE ABSOLUTELY NO EXCEPTIONS.**
2. You must have paid the required examination fee and have been approved to take the examination(s) prior to coming to the examination site. Examination proctors cannot accept fees at the examination site.
3. The directions to the examination site are offered as a courtesy to you in finding the named facility in the admission letter provided by the Tennessee Board of Examiners for Land Surveyors. The directions have been provided to the Board by the named facility and the Board assumes no responsibility for their accuracy. You must allow adequate time to find and arrive at the examination site in order to sit for your required examination(s) at the scheduled time(s). **Please note that times indicated on your admission letter are for the Central Time Zone.**
4. Instructions will be given in detail to candidates at the examination site. Be sure that you understand everything that is said to you prior to beginning the examination(s). When the end of an examination is called, it is imperative that you close your test booklet and stop writing immediately. Anyone continuing to write after time is called will be disqualified from the examination.

## WHAT TO BRING TO THE EXAMINATION SITE

1. Only the special NCEES mechanical pencils provided at the examination site may be used for the examinations. No personal ink or felt tip pens or pencils will be allowed in exam room. Candidates may bring an engineer's scale and a protractor. Scratch paper will be provided in the examination booklets.
2. For open book examinations, published textbooks, handbooks, bound reference materials, codes, tables, manuals, standards and ordinances may be used. Bound means glued, stitched, or fastened by spiral binders, ring binders, plastic snap binders, screw posts or Acco type binders. Loose papers, loose notes, material not bound together as previously described, "Post-it Note" pads, and writing tablets are not permitted in the examination room. Reference materials or any other items allowed during an examination will not be exchanged between candidates during the examination. Reference material will be checked periodically by examination proctors.
3. **ONLY CALCULATORS APPROVED BY THE NCEES MAY BE USED ON ALL THE EXAMINATIONS. PLEASE NOTE THE CALCULATOR POLICY PUBLISHED AT [www.ncees.org/exams/calculators/#approved](http://www.ncees.org/exams/calculators/#approved). THERE WILL BE ABSOLUTELY NO EXCEPTIONS TO THIS POLICY.** Any calculator, computer, or other items that may compromise the security of any examination are not allowed. **CELL PHONES, PAGERS, PDA's, CAMERAS, SCANNERS, AND VOICE RECORDERS ARE ABSOLUTELY NOT ALLOWED IN THE EXAMINATION ROOM.**
4. Every effort is made to provide an examination site that is quiet, comfortable and free from distractions. However, if you are sensitive to noise and variations in temperature, you may want to bring earplugs and appropriate clothing that will allow you to account for warm or cool temperatures in the examination room. Drinking water and monitored rest rooms will be provided at the examination site. Beverages are only allowed on the floor next to your seat. **NO TOBACCO PRODUCTS** will be allowed in or near the examination room. Permission to stop your examination for a smoke break in a monitored smoking area may be requested. During lunch breaks, nearby restaurants are available. Several hotels and restaurants are within 5 miles or less of the examination site.

Depending on your personal circumstances, you will be required to take one, two or all three of the following described examinations. Your approval letter will indicate which examination(s) you are required to take.

#### INFORMATION ABOUT THE NCEES FUNDAMENTALS OF SURVEYING (FS) EXAMINATION

The NCEES Fundamentals of Surveying examination is an eight (8) hour examination consisting of a four (4) hour morning (AM) session and a four (4) hour afternoon (PM) session. Both sessions are **closed book** examinations, each containing approximately 85 multiple-choice questions or problems on the fundamentals of surveying. Do not leave any blank responses. It is to the candidate's benefit to answer every question. The Fundamentals of Surveying Examination is administered on Saturday. Specific date, time and location will be provided with your admission letter from the Tennessee Board of Examiners for Land Surveyors. For more specific information about the examination and for a study guide, contact: National Council of Examiners for Engineering and Surveying (NCEES), Publications Department, P.O. Box 1686, Clemson, SC 29633-1686, phone 800-250-3196, fax 864-654-6033. You may also visit their web site at [www.ncees.org](http://www.ncees.org) and under *Exams* on the home page view the *Fundamentals (FE/FS)* and the *FS study materials* links.

#### INFORMATION ABOUT THE NCEES PRINCIPLES AND PRACTICE OF SURVEYING (PS) EXAMINATION

The NCEES Principles and Practice of Surveying examination is a six (6) hour examination consisting of a four (4) hour morning (AM) session and a two (2) hour afternoon (PM) session. Both sessions are **open book** examinations. The morning session contains approximately 67 multiple-choice questions or problems on the general principles and practice of surveying. The afternoon session contains approximately 33 multiple-choice questions or problems on the general principles and practice of surveying. Do not leave any blank responses. It is to the candidate's benefit to answer every question. The Principles and Practice of Surveying Examination is administered on Friday. Specific date, time and location will be provided with your admission letter from the Tennessee Board of Examiners for Land Surveyors. For more specific information about the examination and for a study guide, contact: National Council of Examiners for Engineering and Surveying (NCEES), Publications Department, P.O. Box 1686, Clemson, SC 29633-1686, phone 800-250-3196, fax 864-654-6033. You may also visit their web site at [www.ncees.org](http://www.ncees.org) and under *Exams* on the home page view the *Principles and Practice (PE/PS)* and the *Study materials* links.

#### INFORMATION ABOUT THE TENNESSEE SPECIFIC LAND SURVEYING (TS) EXAMINATION

The Tennessee Specific Land Surveying examination is a two (2) hour **open book** examination. It contains approximately 25 questions consisting of a mix of multiple-choice questions, fill-in questions and problems on the professional practice of land surveying specific to the State of Tennessee. Questions on this examination will relate to the following: Rules of the Tennessee State Board of Examiners for Land Surveyors including standards of practice, rules of professional conduct, ethics, and rules for continuing education; Tennessee statute, administrative and case laws relating to land surveying including but not limited to riparian rights, statute of limitations, reversionary rights, right of entry, priority (weight) of conflicting calls or evidence, interpreting deed descriptions; preparation of boundary plats and descriptions according Tennessee standards of practice; subdivision procedures and platting; regulations for subsurface sewerage disposal systems of concern to the land surveyor; regulations for wetlands, streams and floodplains; use of the Tennessee State Plane Coordinate System and the Tennessee Geodetic Reference Network (TGRN); basic drainage including estimating peak runoff by the Rational Method and culvert & ditch sizing; contracts for professional services; boundary research and retracement procedures and other questions that apply to the professional practice of surveying in Tennessee. Do not leave any blank responses. It is to the candidate's benefit to answer every question. The Tennessee Specific Land Surveying examination is administered on Friday afternoon. Specific date, time and location will be provided with your admission letter from the Tennessee Board of Examiners for Land Surveyors.

## SUGGESTED REFERENCE LIST FOR TENNESSEE SPECIFIC SURVEYING (TS) EXAMINATION

*Tennessee Land Surveyors Laws and Regulations*, 2000 Edition, (a slate blue booklet you should receive with your application form), issued by the Tennessee Board of Examiners for Land Surveyors, phone: 615-741-3611. Also visit [www.state.tn.us/commerce/boards/surveyors/index.html](http://www.state.tn.us/commerce/boards/surveyors/index.html) .

*Tennessee Boundary Law* published by the Tennessee Association of Professional Surveyors. Available from the Tennessee Association of Professional Surveyors, phone: 615-860-9311.

Sections of the Tennessee Code, state agency regulations and Tennessee case law related to the practice of surveying, boundaries and subdivisions. This information may be researched at any local law library that catalogues Tennessee law.

Various Tennessee Department of Environment and Conservation (TDEC) regulations relative to wetlands, streams, septic systems, and erosion & sediment control. Contact the TDEC Nashville Field Office, phone: 888-891-8332 or visit [www.state.tn.us/environment/permits](http://www.state.tn.us/environment/permits) and [http://www.state.tn.us/environment/wpc/sed\\_ero\\_controlhandbook/](http://www.state.tn.us/environment/wpc/sed_ero_controlhandbook/) .

*TDOT Survey Manual* and *TDOT TGRN Manual* by Tennessee Department of Transportation. Available from TDOT Map Sales Office, phone: 615-741-2195 or at [www.tdot.state.tn.us/Chief\\_Engineer/assistant\\_engineer\\_design/design/field\\_surveys.htm](http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/field_surveys.htm)

The *Tennessee Planning Commissioner Handbook* available at [www.state.tn.us/ecd/pdf/TPCH.pdf](http://www.state.tn.us/ecd/pdf/TPCH.pdf) .

*Elevation Certificate and Instructions*, latest edition, by Federal Emergency Management Agency (FEMA), National Flood Insurance Program. Contact FEMA for this information or visit <http://www.fema.gov/business/nfip/elvinst.shtm>

Any applied drainage manual or text covering the hydrology of storm water runoff using the Rational Method and the hydraulics of culverts and open channel flow. TDOT has an in-house drainage manual available at [http://www.tdot.state.tn.us/Chief\\_Engineer/assistant\\_engineer\\_design/design/DrainManChap%201-10.htm](http://www.tdot.state.tn.us/Chief_Engineer/assistant_engineer_design/design/DrainManChap%201-10.htm)

*The Surveyor's Contracts and Risk Management Manual*. A reference manual that describes the essentials of a contract for surveying services. Available from American Congress on Surveying and Mapping, phone: 240-632-9716 ext. 105 or [www.survmap.org](http://www.survmap.org) view the "ACSM eStore" link. Also, you may view the "Surveying Contract" link at [www.taps-inc.com](http://www.taps-inc.com) .

*Advanced Land Descriptions* by Paul Cuomo and Roy Minnick. This is a book that deals with the essentials of writing various types of land descriptions. Available from PCPI Publishers on their web site at <http://search.cartserver.com/search/search.cgi?cartid=p-3528&category=Books&keywords=%23724>

The following may be useful for the TS examination as well as the NCEES FS and PS examinations and may be ordered from [www.survmap.org](http://www.survmap.org) view the "ACSM eStore" link or from many on-line or walk-in book stores:

- *Definitions of Surveying and Associated Terms*, by American Congress on Surveying and Mapping.
- *Black's Law Dictionary* (hard cover and soft cover versions available).
- *Boundary Control and Legal Principles*, by Brown, Robillard and Wilson.
- *Evidence and Procedures for Boundary Location*, by Brown, Robillard and Wilson.
- A good plane surveying text such as *Elementary Surveying* by Wolf and Ghilani or *Surveying* by Moffitt and Bossler.
- *Route Surveying and Design*, by Gibson and Meyers (or similar book on route geometry).
- *Surveying with Construction Applications*, by Kavanagh (or similar book on construction surveying).
- *Land Survey Review Manual*, 3 ed., by R.B. Buckner.
- 2005 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys. This document is available at the following web site: <http://www.acsm.net/ALTA2005.pdf>
- *State Plane Coordinate System of 1983*, NOAA Manual NOS NGS 5, published by NGS, GLO. This document is available at the following web site: [www.ngs.noaa.gov/PUBS\\_LIB/pub\\_index.html](http://www.ngs.noaa.gov/PUBS_LIB/pub_index.html)